

CNA ADVANCED SKILL COMPETENCY VERIFICATION CHECKLIST

Apprentice Name: _____ **Facility:** _____

RATING CODE: 4 = Adequate Skills & able to work independently; 3 = Moderate Skills & needs limited supervision; 2 = Limited Skills & requires loose supervision; 1 = No Skills or knowledge in this area. First rating completed and dated by instructor in classroom/lab; Second rating completed by nurse mentor on-the-job.

COMPETENCY & SKILL VERIFICATION CNA/NAC ADVANCED	Rating	Date	Rating	Date
A. Functions as a member of the health team within the health care facility				
1. Participates as a responsible member of the nursing team to provide essential “assisting” duties, in providing quality resident care.				
2. Interacts effectively within interdisciplinary teams and facility departments				
3. Demonstrates accountability and intervenes appropriately in situations involving unsafe practices, inappropriate skills or inadequate care.				
4. Performs and completes resident assignments related to workload, certification, and other duties within established job descriptions, scope of practice, and facility policies.				
5. Demonstrates knowledge of and reinforces facility policy, procedures and safety precautions.				
6. Demonstrates ability to monitor plans of care and implement “assisting” care plan interventions.				
7. Participates in the care planning process to promote health, well-being and prevent decline in status.				
8. Completes nursing “assisting” tasks without “rushing” the resident and encourages the resident’s highest level of participation.				
9. Documents in the medical record using accurate, objective information and appropriate medical terminology, according to facility guidelines.				
Comments:				

CNA ADVANCED SKILL COMPETENCY VERIFICATION CHECKLIST

CNA Advanced Apprentice Name:	Rating	Date	Rating	Date
10. Serves as a team member to support other healthcare team members including other nursing assistants.				
11. Involves family members as part of the healthcare team.				
12. Takes scheduled on-the-job paid "rest" breaks and scheduled unpaid meal period(s), per policy guidelines, for nourishment, revitalization, and stress management.				
13. Engages in stress relief relaxation techniques during paid employee rest breaks to reduce common workplace stressors.				
14. Participates and supports problem-solving activities to reduce multiple on-the-job stressors for self and team members.				
15. Alert for care giving processes that need improvement.				
16. Aware of the need for continuous process improvement in delivery of care, increasing communication with other team members, developing team cohesiveness, initiating consistencies, etc.				
17. Participates in a "group think" small work group to create a care giving improvement design.				
18. Participates in a work group process improvement intervention to "pilot" test for effectiveness.				
B. Demonstrates effective use of communication and documentation skills				
1. Demonstrates appropriate care and application of resident hearing and vision assistive devices (hearing amplifiers, eye glasses, magnifying glass, etc.).				
2. Uses verbal and nonverbal communication skills to present information in a positive and meaningful way.				
3. Introduces self and explains procedures.				
4. Speaks clearly, simply and uses language familiar to the resident, family members or visitors.				
Comments:				

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CNA Advanced Apprentice Name:	Rating	Date	Rating	Date
5. Demonstrates the ability to use caring, therapeutic and supportive communication in all client interactions.				
6. Offers reminiscence, life review, as conversation during care.				
7. Demonstrates effective communication skills with residents who have cognitive and sensory deficits (i.e., a resident who has dementia, Alzheimer's disease, traumatic brain injuries, cerebral stroke; blind, visual field deficits, hard of hearing).				
8. Demonstrates the ability to use communication devices (i.e., orientation boards, magic slate, paper/pencil, etc.).				
9. Demonstrates the ability to provide information and keep residents/family members aware of scheduled facility activities of the day (i.e., daily menu, theme meals, pre-dining trivia games, social soiree's, pet therapy, religious services, musical sing-a-longs, exercise groups, etc.).				
10. Introduces self and role to family members during the admission process.				
11. Promotes customer service skills for positive customer perceptions in response to family and visitor requests.				
12. Responds promptly and effectively to resident and family members requests.				
13. Responds with concern to provide appropriate responses/answers to requests/questions, if uncertain or unknowledgeable and/or refers family and visitors to appropriate individuals as indicated (i.e., "That is a good question – let me find out this information for you," "I don't have an answer but I know someone who can provide the answer for you").				
14. Documents/lists personal items upon admission, discharge and transfer of residents on facility resident personal inventory forms.				
15. Uses clear and legible handwriting with appropriate medical terminology in all documentation including approved abbreviations in medical charting and/or on medical data collection flow sheet forms.				
16. Communicates to the licensed nurse the residents' needs, preferences.				
Comments:				

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CNA Advanced Apprentice Name:	Rating	Date	Rating	Date
17. Documents observations objectively and accurately on flow sheets to describe resident observations and responses to care to identify the effectiveness of care interventions (i.e., moods: anxious, complaining, sad, tearful; inappropriate behaviors: wandering, resists care, unrealistic fears, persistent anger; ADLs: independence, supervision, limited assist, extensive assist; total dependence).				
18. Reports status of resident's physical/functional conditions and emotional/behavioral changes (including slight changes) to the license nurse, in support of maintaining individualized care planning that prevents decline of health.				
19. Attaches documentation of accident/incident general statements of knowledge with objective observations ("What did you see?") and the summary of known actions prior to the incident ("What did you do?"), following any accident or incident during your shift of duty.				
20. Provides an on-going status report on a resident's condition to the license nurse, as needed or until a desirable function is restored, according to the care planning goals.				
21. Answers the telephone professionally; greets the caller by identifying the facility, unit and self; makes the caller feel welcome and offers assistance.				
22. Assists in transferring calls and directs callers to appropriate staff member(s) that can be helpful to meet the caller's need and asks to place callers "on hold" before transferring the call.				
23. Takes a telephone message and writes down important information (caller's name, date, time, correct phone number and a brief message, if the caller is asking for someone who is unavailable).				
24. Avoids making or receiving personal telephone calls on the job.				
C. Demonstrates Scope of Professional Practice, Nursing Laws and Regulatory Standards of Care				
1. Wears a facility name identification tag as part of the professional uniform.				
Comments:				

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CNA Advanced Apprentice Name:	Rating	Date	Rating	Date
2. Demonstrates professional behavior according to the nursing assistant scope of practice, resident rights, advance directives, facility guidelines, and regulatory standards.				
3. Interprets, explains, and applies the constitutional Resident Bill of Rights and right to self-determination.				
4. Respects resident's advance directives.				
5. Promotes resident rights to be free from physical and chemical restraints in accordance with current federal and state standards.				
6. Provides for client choice, well-being, privacy and dignity at all times.				
7. Maintains quality of life, client confidentiality and adheres to the Health Insurance Portability and Accountability Act (HIPAA) regulations of 1996 for medical information and confidentiality provisions.				
8. Compliant with medical privacy rules and protects resident personal information by refraining from talking openly about residents in hallways, nurse's station, break rooms, etc. regarding resident care.				
9. Promotes the resident's right to make personal choices and accommodates their needs.				
10. Provides privacy in resident room, during care and not in common areas.				
11. Uses resident room cubicle curtains, closes window blinds and shuts resident's room door.				
12. Maintains privacy by draping exposed areas of the resident, during care.				
13. Ensures residents are properly clothed in clean/odor free clothing in room, on unit or off unit.				
14. Ensures residents are properly covered in transport to/from shower area.				
15. Covers urinary collection bags with a urinary collection bag cover to protect privacy.				
Comments:				

CNA ADVANCED SKILL COMPETENCY VERIFICATION CHECKLIST

CNA Advanced Apprentice Name:	Rating	Date	Rating	Date
16. Gives assistance immediately in resolving grievances and disputes and seeks other healthcare team members to assist.				
17. Maintains care and security of residents' personal possessions.				
18. Promotes the resident's right to be free from abuse, mistreatment, and neglect.				
19. Reports any sudden changes in resident behavior, expressions of fear of a staff member, injuries of unknown source: bruises, skin tears, burns, or swelling on parts of the body that are not vulnerable to casual injury.				
20. Reports resident-to-resident incidents where psychological or bodily harm (including pain) results, according to federal and state reporting requirements.				
21. Protects resident from further harm.				
22. Reports any observations, allegations, or suspicions of potential abuse, mistreatment, or neglect to the appropriate supervisor.				
D. Applies Policy and Procedures				
1. Orients a new admission to self, room, unit, call light system and bedside personal care supplies.				
2. Makes new admissions and family members feel welcome to your shift and unit.				
3. Participates in admission, discharge and transfer of residents; labels, identifies and/or gathers personal items.				
4. Obtains accurate vital signs and consistent weights on all new admissions and hospital re-admissions, per facility protocol.				
5. Documents correct height/weight accurately on facility specific clinical data collection forms.				
6. Obtains and calculates accurate fluid intake and measures urinary output for 72 hours, after admission or re-admission.				
7. Documents adequate fluids consumed and eliminated on an <i>Intake & Output</i> form.				
Comments:				

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CNA Advanced Apprentice Name:	Rating	Date	Rating	Date
6. Monitors and documents voiding patterns for 72 hours on the Voiding Pattern Assessment form, after admission or re-admission.				
7. Monitors bowel movements, characteristics of stool and reports absence or minimum of stooling, after 3 days to the licensed nurse.				
8. Documents bowel movements and records observations (amount, color, consistency), according to facility guidelines on the specific clinical data collection form.				
9. Monitors delivery of first meal tray, appetite and meal consumption.				
10. Ensures the new admission's information care card (NAILS) is present inside the resident closet or per facility policy.				
11. Records all ADL performance levels, especially within the first 8 hours and up to the first 10-day assessment period.				
12. Monitors and is "on alert" for fall risk behaviors/patterns (i.e., vision impairments, bed mobility, transfers, need or use of mobility appliances, balance, range of motion ambulation/locomotion in room and/or off unit, dressing/undressing including donning/removing prosthesis, eating, toileting, and behavioral safety concerns).				
13. Observes condition of skin, on admission and reports all skin issues (i.e., scratches, abrasions, scaly patches, rashes, excoriation, skin tears, bruises, red areas, black areas, open or surgical wounds, wound dressings, swelling, insect bites, etc.).				
14. Inspects condition of oral gums, teeth or presence of artificial teeth (i.e., missing teeth, dentures, broken dentures, partial bridges, etc.) and labels dental prosthetics with resident name.				
15. Inspects visual appliances and hearing devices for operational function, working order, intact status, repair needs (i.e., eye glasses broken, hearing aid battery missing, lost magnifying glass during admission transport, etc.) and labels with resident name.				
Comments:				

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CNA Advanced Apprentice Name:	Rating	Date	Rating	Date
16. Monitors and observes emotional status/behaviors that may place resident at risk for maladaptive coping or loss of well-being (i.e., withdrawn, sadness, tearfulness, fear, depression, wanders, or inappropriate behaviors) that put other vulnerable resident's at risk for psychological or physical harm (i.e., aggression, threatening, or combative).				
17. Maintains supportive admission MDS and Skilled Nursing Services documentation of data collection on flow sheets in the medical record for Medicare payments and Medicaid case-mix reimbursement system (i.e., replaced nasal cannula 4 times, repositioned every 2 hours with 6-8 deep breathing exercises, coughed up large amounts of brown-colored sputum and consumed 90cc fluid intake after each repositioning activity; ambulated 15 feet with walker with minimum assistance of one CNA/NAC with constant cueing, transfers from supine in bed to sitting with moderate assistance and constant cueing from one CNA/NAC and from sitting to standing with moderate maximum assistance of one CNA/NAC with constant cueing and encouragement).				
18. Follows fire drill R.A.C.E. procedures: clears hallways of equipment, corridors of residents; places residents behind smoke barrier doors; closes windows and doors, opens blinds; assures residents and visitors and asks residents and visitors to remain behind smoke barrier doors until resolution of fire drill and announcement of "ALL CLEAR."				
19. Demonstrates the ability to operate a fire extinguisher properly (i.e., pulls pin, aims hose, spray contents, and sweeps area about 6 feet away from fire.)				
20. Verbalizes earthquake procedures: during shaking moves residents away from windows shattering, doors slamming, and tall objects that can fall; after shaking reassures and calms residents, prepares for after shocks and listens for administrative instructions.				
21. Verbalizes severe storm nursing preparations (i.e., empties resident rooms & large rooms, moves residents from window areas to closed corridors, close window shades/drapes to prevent movement of shattered glass, distributes blankets for warmth & protection against flying glass, remains calm and attentive to resident needs, etc.).				

CNA ADVANCED SKILL COMPETENCY VERIFICATION CHECKLIST

Comments:				
CNA Advanced Apprentice Name:	Rating	Date	Rating	Date
22. Verbalizes designated specific evacuation areas for residents requiring minimal nursing care and residents requiring maximum nursing care.				
23. Articulates the order of priority for total resident evacuation (i.e., independent ambulatory resident first, independent wheelchair mobile residents second, resident needing wheelchair assistance fourth, and bed dependent residents are removed last).				
24. Articulates appropriate “search” steps to follow when a resident is found missing from the facility without staff knowledge.				
25. Recognizes alert “codes” for specific emergency situations and demonstrates the ability to respond to proper personnel or assigned stations (i.e., fire, medical emergency, storm warnings, bomb threat, elopement/missing person, etc.).				
E. Demonstrates advanced understanding of principles of infection control				
1. Identifies the infectious process and modes of transmission of disease: contact transmission, droplet transmission, airborne transmission, common vehicle transmission, and vector-borne transmission.				
2. Identifies signs/symptoms of the infectious process (i.e., increased body temperature, complaints of chills, poor appetite, cloudy urine, foul odor, thick drainage, irritable or confused behaviors, etc.).				
3. Demonstrates general principles of asepsis and uses proper solutions and concentrations to sanitize surfaces, floors; utility re-usable urinals, bedpans, basins, nail clippers; mattresses, shower chairs, pump stands, etc.				
4. Demonstrates CDC guidelines related to standard precautions: using personal protective equipment (i.e., gloves), practicing personal hygiene (i.e., hand washing) and handling/disposing of sharps (i.e., razors) appropriately.				
Comments:				

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CNA Advanced Apprentice Name:	Rating	Date	Rating	Date
5. Uses barriers to separate a clean surface from a dirty surface (i.e., places a paper towel on the sink counter to protect a personal item (toothbrush/nebulizer) from the contaminated counter; places open plastic bag(s) at the foot of the bed for soiled disposable incontinent products and another bag for soiled clothing/linens to prevent cross contamination and protect clean bed linens.)				
6. Separates personal care items in bedside drawers in containers that prevent cross contamination (i.e., hair brushes/combs/nail clippers in plastic bags separated from tooth brushes in placed kidney basins; dentures stored, soaking and contained in clean denture cups with lids snapped closed; urinals/bed pans cleaned after use and stored dry in plastic bags on back of toilet or in bottom drawer at bedside).				
7. Sanitizes over the bed tables after removing a urinal before a meal tray is delivered, if a urinal presents as a source of contamination when a resident eats in room.				
8. Demonstrates proper hand-washing techniques including the use of hand sanitizing agents.				
9. Washes hands before reporting on the job, after toileting, smoking, coughing, and sneezing, before/after feeding self, and before leaving the workplace.				
10. Washes hands between each new resident and prior to donning clean gloves.				
11. Avoids wearing gloves in common areas (i.e., hallways, nurse's stations, dining rooms, etc.)				
12. Dons clean gloves before touching body fluids, secretions, mucous membranes, non-intact skin, blood, soiled linen/clothing, or handling contaminated equipment.				
13. Removes gloves properly after gloves are soiled/contaminated and changes gloves between each contaminated task and procedure on the same resident.				
14. Removes gloves from the inside out and places gloves in proper containers for disposal and washes hands after glove removal.				
Comments:				

CNA ADVANCED SKILL COMPETENCY VERIFICATION CHECKLIST

CNA Advanced Apprentice Name:	Rating	Date	Rating	Date
15. Handles and holds resident's soiled linen away from uniform and rolls up soiled linen to enclose in an impervious plastic bag.				
16. Transports soiled linen in a closed plastic bag into the designated closed soiled linen containers.				
17. Discards any contaminated disposables: wound dressings materials, used gloves, removed urinary catheters, urinary collection bags, suctioning secretion containers, etc. per "bagging" disposing facility guidelines.				
18. Uses red bio-hazard bags for visibly "bloody" contaminated materials or materials saturated with infectious body fluids (i.e., blood-saturated disposable pads, drainage-saturated dressings from infectious wound, etc.).				
19. Eliminates solid organic material from linens, clothing, and reusable containers in the commode or utility hopper (i.e., bowel movements in bed pans, stool in under garments or bedding).				
20. Maintains urinary collection bags covered for privacy and off the floor to prevent cross contamination.				
F. Incorporates Quality of Care interventions to maximize resident functioning and minimize resident risks for decline in health status				
1. Knows the daily activity schedule, informs and invites the resident to facility scheduled activities which meet their functional and psychosocial needs.				
2. Assists client to participate in activities of their choice				
3. Knocks before entering a resident's room and introduces self and "assisting" role upon entering.				
4. Explains care giving procedures prior to giving care.				
5. Maintains call light within reach and promptly responds to resident call light signals.				
Comments:				

CNA ADVANCED SKILL COMPETENCY VERIFICATION CHECKLIST

CNA Advanced Apprentice Name:	Rating	Date	Rating	Date
6. Assists with the resident's functional capacity to facilitate an optimal level of function for achieving their highest level of independence.				
7. Demonstrates ability to accurately take an oral temperature, count a radial pulse, count respirations, measure and record a correct blood pressure, per facility guidelines or as needed.				
8. Assists with basic personal care functions: oral care, cleaning and storing dentures; cleansing face, hands, underarms, skin folds, perineum; showering/bathing per resident choice schedule; shaving, combing hair, dressing/undressing, toileting, and providing non-diabetic (or non-altered peripheral vascular conditions) fingernail/toenail care.				
9. Applies a gait belt during all assisted transfers and ambulation, unless otherwise contraindicated on the plan of care.				
10. Provides fresh water pitchers bedside every shift, unless contraindicated.				
11. Ensures resident's with fluid restrictions or on thickened liquids receive adequate fluids, as ordered by physician on the plan of care.				
12. Offers fluids between meals (i.e, before, during and after care activities) to maintain proper hydration, as determined by the dietitian.				
13. Reports abnormal fluid losses to the licensed nurse (i.e., diarrhea, vomiting, excessive perspiration, rapid respiration, etc.).				
14. Monitors and reports signs of dehydration (dry tongue, lips and gums; irritability, confusion, generalized weakness, abnormal vital signs, etc.).				
15. Documents and calculates total fluid intake in cubic centimeters (cc) per shift on data collection forms, as indicated by facility protocol.				
16. Meets nutritional needs by providing nutritional snacks, as ordered by the physician or dietitian.				
Comments:				

CNA ADVANCED SKILL COMPETENCY VERIFICATION CHECKLIST

CNA Advanced Apprentice Name:	Rating	Date	Rating	Date
17. Elevates head of bed to 45 degrees during enteral "tube" feedings and for two (2) hours afterwards.				
18. Monitors resident weights accurately and regularly, as per facility protocol (i.e., daily, weekly or monthly depending on weight loss/gain status).				
19. Documents resident weights carefully and consistently (i.e., using the same scale, residents wearing same clothing, weighed on the same shift at the same time of day, etc.).				
20. Obtains verification of re-weights from the licensed nurse.				
21. Performs a "re-weigh," with 24 hours, if weight appears incorrect or a weight variance is present (i.e., 5 lbs/30 days; 3 lbs/7 days).				
22. Communicates a weight variance/re-weigh with the licensed nurse on duty.				
23. Monitors plan of care for new interventions to ensure that resident's at risk for unplanned weight loss are properly managed.				
24. Monitors the delivery of meals and accuracy of diet cards, during the dining experience.				
25. Serves all meals within 15 minutes of scheduled/posted meal time.				
26. Assists residents with various dining skill levels: Independent, Intermediate, Assisted, and Dependent.				
27. Offers an alternative menu, if resident intake is poor.				
28. Demonstrates the ability to accurately calculate and document total meal/food consumed into percentages (%) and convert total fluid volume intake into cubic centimeters (cc), after each meal for all residents in the meal monitor record.				
29. Demonstrates the ability to recognize and monitor the residents at risk for falls.				
30. Participates pro-actively in the Fall Prevention Program (i.e., Falling Stars, Falling Leaves, etc.) and maintains an awareness of potential fall risks.				
Comments:				

CNA ADVANCED SKILL COMPETENCY VERIFICATION CHECKLIST

CNA Advanced Apprentice Name:	Rating	Date	Rating	Date
31. Recognizes the Fall Prevention Program's visual identifier and ensures the visual identifier remains affixed to room nameplate, wheelchair, walker, and ID band.				
32. Responds immediately to a resident's specific patterns (new admission, visual impairment, abnormalities in gait, impaired balance, weakness, unsteadiness, poor muscle coordination, dizziness upon standing, etc.), situations (strange surroundings, new medication administration, elimination needs, inability to call for assistance, uneven surfaces, wet floors, etc.) and behaviors (confusion, disorientation, lightheadedness, poor safety judgment, etc.) that are associated with fall risks.				
33. Monitors plan of care for new interventions that prevent or reduce repeated falls for residents at risk for falls and implements planned prevention strategies (i.e., use of perimeter mattresses, placement of bedside commode, individual meaningful diversional activities, frequent ambulation exercise, pillow in lap, moving resident closer to nurses station, etc).				
34. Performs frequent safety checks of resident's for potential fall hazards (i.e., call light out of reach, cluttered floors, bed/chair alarms disconnected, unanticipated needs, etc.).				
35. Monitors physical restraints for safe placement and effective function.				
36. Demonstrates proper passive and active range of motion exercises.				
37. Demonstrates the ability to recognize contracture risks, reports, and follows plan of care to prevent or minimize joint immobility.				
38. Demonstrates the use and care of assistive devices in contracture management such as braces, splints, and other orthotics.				
39. Demonstrates the proper use of assistive devices in ambulation (i.e., walkers, canes, and wheel chair).				
40. Reinforces the use of assistive devices in positioning/transferring residents (i.e., gait belt, mechanical lift, slide board, lift sheet).				

CNA ADVANCED SKILL COMPETENCY VERIFICATION CHECKLIST

41. Recognizes need for and implements appropriate use of footboards, hand rolls, bed cradles, and abductor pillows.				
Comments:				
CNA Advanced Apprentice Name:	Rating	Date	Rating	Date
G. Beyond basic care duties: Implements appropriate interventions to maintain skin integrity and continence and minimize problems related to mobility and elimination impairments				
1. Prevents pressure ulcers by managing tissue loads: reducing pressure, friction & shear.				
2. Inspects skin daily for change in condition (i.e., redness, abrasions, blistering, etc.).				
3. Keeps skin clean and dry to prevent maceration.				
4. Moisturizes skin daily to prevent skin dryness.				
5. Maintains head of bed at lowest degree of elevation to prevent shearing forces, according to care planned medical conditions and/or other restrictions.				
6. Uses pillows or foam wedges for pressure reduction around heels, ankles, knees, hips, and shoulders to avoid direct contact on or between bony prominences.				
7. Floats heels properly from mid calf to ankle for immobile residents in bed.				
8. Uses positioning device to raise a pressure ulcer up off the supportive mattress surface.				
9. Avoids or limits "sitting" positions, if a resident has an existing pressure ulcer on a "sitting" surface.				
10. Monitors postural alignment and distribution of weight, balance, upper body stability and pressure relief when positioning residents in wheelchairs and beds.				

CNA ADVANCED SKILL COMPETENCY VERIFICATION CHECKLIST

11. Turns and repositions bed dependent residents properly every two hours or less, unless otherwise contraindicated on the plan of care (i.e., side lying or lateral position, supine position, high and low Fowlers position, Sims position).				
12. Turns and positions orthopedic residents properly, as care planned (i.e., log rolling, abduction wedge, less than 90 degree hip/knee/waist flexion, etc.).				
Comments:				
CNA Advanced Apprentice Name:	Rating	Date	Rating	Date
13. Repositions properly wheelchair dependent residents at least every hour.				
14. Encourages residents who can adequately move on their own in their wheelchairs to shift weight every 15 minutes.				
15. Uses a draw sheet properly to move residents up in bed and to avoid friction when moving or repositioning immobile residents.				
16. Checks overlay mattresses for an adequate support surface by placing an outstretched hand (palm up) <i>under</i> the overlay mattress and <i>below</i> various anatomical pressure points for more than 1" of support material between any pressure point and the bottom of the bed.				
17. Checks pressure reduction wheelchair cushions for proper placement and distribution of weight over seated posture.				
18. Anticipates toileting needs to avoid macerated skin breakdown or reduce incontinent episodes.				
19. Monitors open wound dressings for intact status and protects existing pressure ulcers from fecal contamination.				
20. Bathes for comfort and cleanliness per showering schedule or as resident prefers.				
21. Preserves resident dignity and privacy care efforts in managing continence or after episodes of incontinence.				

CNA ADVANCED SKILL COMPETENCY VERIFICATION CHECKLIST

22. Reinforces bowel and bladder training programs and implements scheduled toileting plans according to plan of care.				
23. Uses appropriate interventions and adaptations to restore or maintain normal bladder and bowel functions (i.e., adequate hydration, body movement activities, and high-rise toilet seat, developing toileting routines every two hours).				
24. Follows appropriate treatment plans of care to restore urinary continence.				
25. Prevents perineal skin breakdown by keeping skin around genital areas clean and dry.				
Comments:				
CNA Advanced Apprentice Name:	Rating	Date	Rating	Date
26. Reports changes in bowel activity patterns (i.e., frequency rate, hard dry stool, pain or straining during stool passage, black/tarry colored stool, blood-streaked stool, thin ribbon stool, diarrhea, increased flatulence, abnormal bowel incontinent episode, complaints of abdominal cramping, shortness of breath, or “bloated” abdomen to the licensed nurse).				
27. Performs routine female perineal care: exposes perineum only, separates labia for cleansing, cleanses one side of labia from top (pubic bone) to bottom (anus) with one stroke, turns cleansing cloth to another clean side, repeats – using one stroke to cleanse the other side of the labia from top (clean) to bottom (dirty), rinses (if necessary) the perineum from top to bottom with one stroke, pat dry with dry towel.				
28. Performs proper male perineal care, including retracting foreskin, cleansing around the meatus using one circular stroke motion clockwise, turns cleansing cloth to another clean side, and repeats another circular stroke counterclockwise around the meatus and returning the foreskin over the male penis.				
29. Cleanses (with soap/water and a clean folded wash cloth) the indwelling catheter from the meatus, (inside the female inner labial folds or under the foreskin of the male penis) down 4” with one stroke covering the anterior and posterior sides of the catheter. Opens up the wash cloth and uses a different clean part of the wash cloth and repeats another 4” one stroke downwards to cover the medial and lateral sides of the catheter while checking for urinary leaks, crust, or secretions.				

CNA ADVANCED SKILL COMPETENCY VERIFICATION CHECKLIST

30. Uses perineal moisture barriers, skin moisturizers and/or no-rinse perineal cleansers, after incontinent episodes to prevent skin breakdown.				
31. Reports changes in skin condition to licensed nurse and “assists” in adapting treatment plans that meet resident care needs (i.e., incontinent products that “wick” away moisture, if maceration is present and skin moisturizers are used sparingly).				
32. Monitors ostomy care: belts, drains, clamps, odors, etc.				
Comments:				
CNA Advanced Apprentice Name:	Rating	Date	Rating	Date
33. Assists in stoma care, properly emptying, removing ostomy pouches and disposing of the fecal or urinary contents in toilet/bed pan, and replacing new adhesive ostomy pouches, according to your state specific regulations.				
34. Maintains indwelling catheter urinary drainage bag positioned below the bladder for gravity drainage and to prevent urine’s backward flow into the bladder.				
35. Monitors patent urinary drainage and alert for obstructive kinks or pressure collapse from the weight of body parts in urinary tubing.				
36. Secures urinary catheter end/connection tubing with slack at inner thigh area with a catheter strap to prevent pressure or friction around the urethra.				
37. Coils urinary drainage tubing and secures on the bed/ to prevent hanging from the bed or wheelchair, at risk for hazardous foot/wheel entanglement and dragging on the contaminated floor.				
H. Assists with treatments and procedures, and specimen collection				
1. Recognizes dangers of using flammable oxygen gas therapy, oxygen cylinders, placement of bottom metal cylinder skirt, and tubing entanglement safety issues.				
2. Demonstrates the capacity to use a pulse oximeter and reports observations and SpO2 results to the licensed nurse.				
3. Demonstrates the capacity of performing abdominal thrust technique correctly for the choking/obstructed airway victim (Heimlich maneuver).				
4. Demonstrates the capacity of performing adult cardiopulmonary resuscitation				

CNA ADVANCED SKILL COMPETENCY VERIFICATION CHECKLIST

(CPR) properly.				
5. Monitors whirlpool treatments by inspecting safe positioning (i.e., positioning wounds away from high-pressure water jets during wound debridement).				
6. Assists the licensed nurse in turning/positioning the resident for dressing changes.				
7. Demonstrates the ability to calibrate scales and/or “zero out” scale before using.				
Comments:				
CNA Advanced Apprentice Name:	Rating	Date	Rating	Date
8. Collects, labels, and sends sputum specimens. (Note* applicable only in California, Kansas, Kentucky, Nevada, New Mexico, New York, North Carolina, Rhode Island, South Carolina, South Dakota, Tennessee, Virginia, and Wyoming).				
9. Collects, labels, and sends urine specimen for routine analysis, 24 hour specimens and clean-catch or midstream specimens under the direction of a licensed nurse. (Note* Applicable only in California, Kansas, Kentucky, Maine, Nevada, New York, Oregon, Rhode Island, and South Dakota).				
10. Applies anti-embolism stockings/devices correctly with concern for resident’s circulation and skin integrity.				
I. Pain recognition & non-medical interventions implemented				
1. Demonstrates ability to recognize behaviors associated with discomfort/pain and reports to the licensed nurse.				
2. Listens to resident’s descriptive words about quality of pain and asks the resident to identify location of pain by encouraging the resident to point to the location of pain on their body.				
3. Monitors behavior of the cognitively impaired resident suggesting pain is present.				

CNA ADVANCED SKILL COMPETENCY VERIFICATION CHECKLIST

4. Reports responses to physical modality treatments to licensed nurse and/or physical therapist.				
5. Monitors the status of pain and observes the effects of routine pain treatment on a regular basis.				
6. Consults with the license nurse and/or physical therapist if pain or the suggestion of pain is not relieved by currently ordered medication, treatment modalities or non-pharmacological comfort measures.				
7. Monitors plan of care to identify location, type of pain, and non-pharmacological interventions, for effectiveness of pain management.				
8. Implements non-pharmacological interventions according to plan of care.				

Apprentice Signature of Completion: _____ Date: _____

Nurse Mentor Signature of Completion: _____ Date: _____